

LANDSCAPE ASSOCIATE CALTRANS

OPEN-STATEWIDE
IM13-2971 1PBF8



**CALIFORNIA
STATE
GOVERNMENT**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY,
SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE

This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.

LOCATION

This examination is administered by the State Personnel Board utilizing the Internet.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time.

HOW TO APPLY

The Application and the Training and Experience Evaluation will be available on a continuous basis on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications as well as provide their contact information and take the Training and Experience Evaluation on the Internet.

DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE LANDSCAPE ASSOCIATE, CALTRANS IS CONTAINED IN THE INTERNET PROCESS.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. DO NOT contact the State Personnel Board or the Department of Transportation for this information. The State Personnel Board and the Department of Transportation do not maintain an up-to-date list of library locations. The State Personnel Board Service Center does have Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to:

https://forms.spb.ca.gov/employment/exam_start.htm

and following the on-line instructions. Please note that the Internet system will be unavailable on Tuesday's between 7:00 a.m. and 1:00 p.m., Pacific Standard time for processing and maintenance. DO NOT begin the application process on the Internet during this time as your record will NOT be processed. It takes approximately one hour to complete the Application and the Training and Experience Evaluation on the Internet. If you begin the examination before 7:00 a.m., be sure to allow sufficient time to complete the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, call the State Personnel Board Exam Services Team at (916) 653-1502, Telecommunications Device for the Deaf (TDD) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TDD phones: (800) 735-2929, for voice phones: (800) 735-2922.

SALARY RANGE

Range A:	\$3,437 - \$3,977
Range B:	\$3,934 - \$4,778
Range C:	\$4,424 - \$5,374
Range D:	\$4,867 - \$5,914

POSITION DESCRIPTION

This is the entry through fully qualified professional level of landscape architectural work in the Department of Transportation. As incumbents progress in experience they will be assigned more difficult work.

At the entry through first working level, under the direction of a registered Landscape Architect, incumbents assist in and perform work of average difficulty in the planning, design and programming for landscape architectural and land use planning projects in connection with transportation facilities; and do other related work.

(Continued on the reverse side)

LANDSCAPE ASSOCIATE, CALTRANS

REQUIREMENTS FOR ADMITTANCE TO EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

MINIMUM QUALIFICATIONS

EDUCATION: Equivalent to graduation (Bachelor's Degree) from a curriculum in Landscape Architecture from a college or university accredited by the American Society of Landscape Architects. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of having fulfilled the requirements for graduation before they will be considered eligible for appointment.) (Possession of a certificate of registration as a Landscape Architect as issued by the California Landscape Architects Technical Committee (formerly known as the California Board of Landscape Architects) may be substituted for the required education.)

TRAINING AND EXPERIENCE EVALUATION

The examination will consist of a Training and Experience Readiness Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE EVALUATION - WEIGHTED 100%

Knowledge of:

1. Principles of landscape architecture, including design and civil engineering as applied to landscape architecture;
2. Land use planning drafting procedures and practices including computer-aided design and drafting, and use of personal computers;
3. Site analysis and planning;
4. Erosion control;
5. Proper use of plant materials;
6. Principles of ecology;
7. Soil preparation, planting and irrigation techniques;
8. Landscape maintenance procedures;
9. Native and exotic plant materials best adapted to specific uses in various parts of California;
10. Landscape architectural problems encountered in transportation facility or building locations and engineering work and their solutions; and
11. Basic knowledge of visual analysis and how such issues related to the environmental impact process.

Ability to:

1. Do professional design work including site analysis, site planning, master planning and planting design;
2. Select proper plant materials to achieve desired effects and prevent soil erosion;
3. Prepare sketches and plans for landscape architectural projects and coordinate the construction of such projects;
4. Calculate quantities;
5. Prepare land use plans, devise programs for public participation in the planning process, plan working and construction details, prepare landscape architectural plans;
6. Estimate the cost of landscaping and related ground improvements and prepare construction with landscape projects;
7. Lay out and design surface drainage, irrigation and sprinkling systems in connection with landscape projects.
8. Use California native plant materials under a variety of conditions;
9. Serve on project development teams as an authority on visual analysis issues;
10. Create and select proper design to reduce unsafe conditions;
11. Demonstrate artistic and creative aptitude;
12. Analyze situations accurately and take effective action;
13. Prepare reports, plan and make public presentations; and,
14. Work effectively with others as a member of interdisciplinary planning or design teams.

ELIGIBLE LIST INFORMATION

An open merged eligible list will be established for the California Department of Transportation. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility.

VETERANS' PREFERENCE

Veterans' Preference credits will be granted in this examination.

QUESTIONS?

If you have any questions concerning this announcement, please contact the State Personnel Board, Examination Services Unit, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2010, (916) 653-1502, TDD (916) 654-6336.

(Continued on the next page)

LANDSCAPE ASSOCIATE, CALTRANS

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Personnel Board three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the State Personnel Board three weeks after the final filing date if he/she has not received a progress notice.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited to or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open entrance examinations is granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA STATE PERSONNEL BOARD

P.O. Box 944201 - 801 Capitol Mall
Sacramento, CA 94244-2010
(916) 653-1502 - TDD: (916) 654-6336